

*Rec. mgmt 5-4-*

1. Problem:

How to get disposable records

25X1

2. Facts Bearing on the Problem:

a. At the present time 16 tons of disposable records are crowding the aisles of the Records Center

25X1

b. Records authorized for disposal must be removed from shelving;

c. The Records Center has no laborers on its T/O.

d. Laborers cannot be permanently assigned to the Records Center from the present labor force

e.

f. No assistance in destroying these records is available from Headquarters, Office of Security

g. General Services Administration considers a labor force essential in operating the Records Centers.

2. Background:

25X1A6A

Project Outline for construction of the present Records Center approved in 1954 stated that administrative support in regard to personnel requirements was available. This was concurred in by and was understood to mean that full time labor support was available. However, laborers have never been available on a full time continuing basis.

Management Study dated 12 April 1955 recommended one WB-2 Building laborer for full time assignment to the Records Center. Nothing came of this except assignment of a part time cleaner to the building.

Memo from Chief, Records Center to, 8 December 1955 "Procurement of Labor for Records Center" outlines the need for two full time laborers for char work and general duty.

Memo from to Director OC. 16 January 1956, "Labor Support for the Records Center" requests a TO increase in the Center to provide needed labor.

At a meeting with on 20 March 1957 it was agreed that one cleared laborer would be assigned to five weeks.

Conclusions:

a. There is a continuing need for operation in support of the Records Center disposal program.

b. There is a continuing need for labor to keep the building clean and to handle receipts, shipments and internal movements of records.

Action Recommended:

That two laborers positions be established on the Records Center TO.